

EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

TITLE: Payroll & Cash Receipts Specialist

REPORTS TO: Vice President, Finance

DEPARTMENT: Finance

DIVISION: Operations

LOCATION: New York, NY preferred or remote within 3 hours from NY.

STATUS: Exempt

EFFECTIVE DATE: 06/01/2024

PRIMARY FUNCTION/PURPOSE:

The Payroll and Cash Receipts Specialist processes incoming transactions representing revenue, donations, and funding, as well as supports with biweekly processing of payroll. Working closely with the Donor Services, HR and Finance teams, the Payroll and Cash Receipts Specialist will be the primary responsible for ensuring all incoming contributions are recorded properly, that payroll is done correctly and that all statutory filings are submitted on a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➤ Cash Receipts:

- Process stock gifts and pledges on Raiser's Edge on a timely basis. This includes: confirming stock sales proceeds, determination of fees and data entry into Raiser's Edge.
- Maintain, update and reconcile pledges receivable schedule on a quarterly basis.
- Maintain, update and reconcile grants receivable schedule on a quarterly basis.
- Prepare cash receipts journal entries and present them to Controller to review and post.
- Reconciles Raiser's Edge contributions to the general ledger, preparing any adjustments on a monthly basis.
- Completes assigned month end and year end close procedures within established deadlines, including journal entries and any additional schedules.
- Maintain an organized filing system according to the organizational processes and procedures.
- Process incoming checks that are send directly to Episcopal Relief & Development HQ.

➤ Accounts Receivable Analysis

- Produce accounts receivable financial report on a monthly basis, to include analysis on level of funding vs expenses by type of donations.
- Support the annual budget development by providing required levels of funding by type of programs.

➤ Payroll

- Lead state taxes registration process and ensures regulatory compliance regarding payroll obligations.
- Calculates appropriate tax withholdings for all employees, across the U.S.
- Coordinate with HR on payroll taxes related matters, including the calculation, review and processing of biweekly payroll.
- Coordinate with HR to calculate any salary/benefits adjustments (promotions or increases).
- Coordinate with payroll provider to ensure payroll is processed on a biweekly basis and all statutory filing is done on time.
- Record payroll expenses in general ledger allocating all expenditure to the proper coding and projects.

➤ Audit Support

- Provide support for audits preparations, including funder's audits and external annual audits.

➤ Policies, procedures and training

- Develop tools, templates and guidelines to streamline contributions / cash receipts / payroll related processes.
- Provide trainings to staff regarding finance related processes and procedures as well as other finance topics.
- Suggest upgrades and changes aligned to a continuous process improvement methodology.
- Other tasks as assigned.

SUPERVISORY REQUIREMENTS:

- This role has no direct supervisory responsibilities at the moment.

EDUCATION:

- Bachelor's degree in relevant discipline, finance, business, international management, or related field preferred.

EXPERIENCE:

- 5 years of relevant experience in a finance position and at least 3 years of experience in a cash receipts role, preferably in the nonprofit sector and 3 years of experience processing payroll and liaising with Payroll Systems and Providers.
- Experience with selection and implementation of payroll systems preferred

- Work with international organizations preferred, experience in the international NGO field a plus.
- Ability to function in Windows PC environment, and knowledge of Blackbaud software products (including FENXT, RENXT, Blackbaud Grantmaking) strongly recommended.
- Experience with MS Office, high proficiency in Excel.

RELATED SKILLS:

- Ability to work collaborative with Fundraising, Accounting and Finance departments
- Excellent communication skills. Effective verbal and written communication are necessary.
- Proven ability to work well in a highly collaborative and cross-functional environment.
- Creative, flexible and solutions-oriented approach to problem-solving.
- Highly organized, with the ability to follow tasks through to completion and meet hard deadlines.
- Multi-tasker; capable of working on multiple projects at one time, often under pressure.
- Proven ability to take initiative, manage and accomplish multiple projects, meet deadlines and perform at a high-level in a fast-paced environment.
- Strong attention to detail, accuracy and analytical skills.
- Ability to work independently in a remote-work environment, with strong time management and multi-tasking skills.
- Experience and usage of donation/contributions software is required
- Experience with project management/ task management software (like Asana) a plus.
- Comfortable working in a faith-based environment.
- Commitment to organizational values and cultural diversity, equity and inclusion efforts in the workplace.

OTHER REQUIREMENTS:

- The physical demands of this job are typical of those in any office workplace environment.
- May be required to work long hours and a varied schedule including evenings and weekends.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

SALARY & BENEFITS:

Annual salary range of \$65,000-\$70,000.

Competitive, comprehensive benefits package offered

How To Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line "**Payroll & Cash Receipts Specialist.**" For more information, visit our website at www.episcopalrelief.org. The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Employee: _____

Date: _____